


Independent @ Home Program
Personal Assistant FAQs

1. What is the Consumer Directed Personal Assistance Service (CDPAS)?

The Consumer Directed Personal Assistant Service (CDPAS) is a Medicaid funded alternative home care service in which chronically ill or physically disabled seniors and people with disabilities are empowered to take an active and responsible role in managing their own homecare while having a greater flexibility and freedom of choice in obtaining such services.

2. Who is a Community Member?

A Community Member is a medical assistance recipient whom a Managed Care Organization has determined eligible to participate in the Consumer Directed Personal Assistance Service. Their job is to hire, train, supervise, and terminate Personal Assistants.

3. Who is a Designated Representative?

A Designated Representative is an adult to whom a Community Member has delegated authority to assist and perform the Community Member's responsibilities. A Designated Representative is able and willing to assist in making informed choices as to the type and quality of services, including but not limited to such services as nursing care, personal care, transportation and respite services.

4. Who is a Personal Assistant?

A Personal Assistant is an adult who provides personal care assistance to a Community Member under their or their designated representative's instruction, supervision and direction.

5. Who can be a Personal Assistant?

A Personal Assistant can be any adult over the age of 18 who is not legally responsible for the Community Member. In other words, a spouse or designated representative cannot be a Community Member's Personal Assistant. This means that family or friends, including those residing in the same house as the Community Member, can become a Personal Assistant as long as they are not legally responsible for the individual.

6. What are the I@H Program's responsibilities?

As a fiscal intermediary, the Independent @ Home Program is only responsible for processing the payroll for each Personal Assistant, handling employee benefits, and the monitoring the completion of annual Health Assessments. All employer-employee relations, including interviewing, hiring, training, supervising and termination, are handled between the Community Member and the Personal Assistant.

7. How do I interview for a position?

The easiest way to find a Community Member looking for a Personal Assistant is through the I@H Program's Online Portal. Through the Portal, you are able to create a profile and view and contact

hiring Community Members. Once you are in contact with a Community Member, he or she will set up a time and place for you to meet.

8. What kinds of benefits are offered?

Full-time Personal Assistants are eligible to receive paid time off, workers' compensation, health, dental and vision insurance, and disability insurance.

9. If the Community Member is my employer, how do I get paid?

As the fiscal intermediary, the I@H Program is responsible for processing your payroll information. Personal Assistants are required to document their hours via a free telephony tracking service called CareWatch to receive compensation for hours worked.

10. Can I work for more than one Community Member?

Absolutely! While searching for employers in the the I@H Program PA Portal, you may run across multiple individuals in need of care. You are welcome to work for each of these individuals according to your availability.

11. Can I do this job if I don't have a car?

Some Community Members may require you to have a car to help them get to and from places such as the grocery store or bank. However, not all will need this service. Discuss individual needs with the Community Member you are interviewing with.

12. I see that some Community Member's require "nursing type services." Can I legally perform these without a license?

Yes, you can. Community Member's enrolled in the Consumer Direct Personal Assistant Service are legally allowed to train and supervise the Personal Assistant on tasks that have traditionally been performed by nurses. You can visit the I@H Program's online training tool for detailed descriptions on many common procedures.

Have a question that isn't answered here? We can answer it. Give us a call at 1.800.234.2211.